Approved For Release 2007/10/23 : CIA-RDP91-00452R000100100003-4

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ORD-493-80

10 April 1980

MEMORANDUM FOR:	ORD Career Service Pan	
<b>77.6</b> 1/		25X1
FROM :	Object Contracts Staff	O.D.D.
	Chief, Contracts Staff	, ORD
SUBJECT :	25X1 Recommendation for Pro	
SUBJECT :		motion - S-06 to GS-07
	G	5-00 to G5-07
	25X1	
	25/1	
l. It is r	recommended that	be promoted
from a GS_nc to	a GS-07.	
2.	is a Secretary-S CS-07 Secretary-Stenogra	tenographer serving
in an approved C	SS-07 Secretary-Stenogra	pher position for
which she is ful	lly qualified.	is a former
Agency employee,	, having served in a var	iety of assignments
including overse	eas duty. She reentered	on duty with the
Agency on 9 Janu	lary 1979.	
25X1		
3.	has progressed f	
	on to the senior secretar	
responsible for	all clerical activities	for the Staff.
In this capacity	y, she is responsible for	r clerical office
management, supe	ervision of secretarial	personnel, document
flow and control	l, and work priorities.	She is a self
starter who has	quickly assimilated the	myriad details,
procedures and I	language peculiar to indu	ustrial contracts.
4. In her	capacity as Secretary-S	tenographer her
	characterized by extraore	
T		cricel brorrerently.

Her job related knowledge, skill and ability is highly developed. As a supervisor of the Clerk-Typist, she

and persevering instructor.

demonstrates firm leadership and is an excellent, patient

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6. I strongly recommend that formal recognition of her performance be made to in the form of a promotion.			E I HO, WILLIAM	
5. It is a tribute to her ability and initiative that this Staff was enabled to complete a record number of fourth quarter actions during the period July through September. She has worked considerable overtime hours, both evenings and Saturdays, in order to keep our ever increasing workload current. Moreover, for a period of two months, November 1979 to January 1980, the Clerk-Typist position was vacant, throwing the entire segretarial and clerical workload on is innovative; she thinks about the various tasks she performs, rather than doing everything mechanically. As a result, some procedures have been modified or discontinued resulting in improved document control, producing more lucid reports and eliminating the superfluous copies of internal correspondence. All of this has resulted in greater efficiency in the flow of contract work.  6. I strongly recommend that formal recognition of her performance be made to				25X1
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APPROVAL FOR THE ORD CAREER SERVICE PANEL:

25X1

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Chairman, CSP/ORD

Date

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